

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

July, Aug, Sept.
2007

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

Today's Date

County

Contract Organization Name

10/11/2007

Carbon

Rawlins Community Association

For information call 1-800-535-4006
or 307-777-6494

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Theresa Pacheco

PO Box 1213

Rawlins, WY. 82301

(307) 328-3969

(307) 32405165

theresapac@gmail.com

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07		Feb. 22, 2007	completed
2	Supervise SPF staff/staff evaluation (note dates and any notes)				July 19, Aug 16, Sept. 20
3	Name, title, and phone number of the staff's supervisor				Denise Patton, Rawlins Community Association, PO Box 592, Rawlins, WY. 82301 (307) 328-3969
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				done prior to employment
5	Staff training and paid travel				Mandatory training in Cheyenne Sept. 9 - 11th for Sally Patton, Theresa Pacheco
	(list all training paid under the contract, dates, traveler name, amount)				Sept. 9 - 11th for Theresa Pacheco and Sally Patton, Dave Dingman co-chair, mileage two vehicles round trip 580.28 miles @.445 \$258.22 room charges 529.50, registration for 4 \$200
6	Notify the Division of any board of directors/staffing changes				CARBON COUNTY COUNSELING DEFECTED. NEW FISCAL AGENT
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC			27-Mar-07	Means wyptac
9	Other				

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007			
2	Needs Assessment Instrument Received	Feb or March 2007			
3	Data Collection			17-Apr-07	
4	Data Analysis			17-May-07	
5	Priorities Identified			19-Jul-07	
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07		31-May-07	
	Revise Needs Assess/Submit Final				
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities			May 17, July 19, Aug. 16	
2	Community Advisory Council Meetings List dates & number of people who attended				See below
	See below for membership report				
3	Budget and Funding Approved by CAC (attach minutes)				

4	Community Resource Assessment note date and attach report			Completed on April 17, 2007	
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training for SAC/Community			17-May-07	
6					
7	Briefly describe how the community was involved in the SPF process during this reporting period				Presentation of data during coalition meetings
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07			CLI Training in Lander 26-28 in June
	Receive Strategic Planning Materials from SAD			26-Jun-07	
	Research Evidence Based Strategies			26-Jun-07	
	Match Strategies to Data/Needs			26-Jun-07	
	Write Strategic Plan			Aug. 31, 2007	
	Submit Strategic Plan to SAD			Aug. 31, 2007	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07		Oct. 5, 2007	Received comments on strategic Plan
	Other				

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E	Implementation (only with SAD approval)				

**F Deliverables and Assurances
Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07		14-May-07	
2	May 15: Submit Expenditure Report to SAD	15-May-07		14-May-07	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07		INCOMPLETE	
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07		31-Jul-07	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07		Oct. 11, 2007	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07		Oct. 11, 2007	
7	Complete evaluation agreement with WySAC	30-Mar-07		March 30, 2007	
8	Provide any other evaluation information				
9	Submit any requested data			Aug-07	Amendment to contract reflecting new changes of fiscal agent, MOU'S, Wypnac agreement, WYSAC Agreement, Prevention Certification
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)			Sept. 7, 2007	Copies were sent

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant			Aug. 23, 2007	NEW FISCAL AGENT, board approval
2	Restricted activities (report any approval requested and received for these) fairs/brochures/educational materials media				
3	Please note any significant changes from the budget submitted in the application.				HAVE SIZABLE AMOUNT OF CARRYOVER EXPENDITURES
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				Completing the strategic plan, and sharing the findings with the community.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				Having a non-compliant fiscal agent and finding a new one who could participate in the SPF SIG process

